

VACANCY NOTICE

3136

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Senior Research Technician	CLASSIFICATION CODE: 00729100
	SALARY RANGE: 321A \$42,006-\$48,047 Annually	REFERENCE POSITION NO.: 2875-10100-26
	Department or Agency Name RI Council on the Arts	APPLICATION PERIOD: 8/9/13 - 8/15/13
	Division/Section/Unit Central Management	
	Assignment(s) / Comments Application period ends at 4:00 PM on 8/18/13	
	Shift and Days: 1st (Monday-Friday)	Job Location: One Capitol Hill, Providence, RI
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Name of Bargaining Unit Union: Council 94 Local 2884	
	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
RISCA requires an individual with knowledge and experience in the needs and support mechanisms of arts and non-profit organizations programming in the arts in Rhode Island. Demonstrated administrative and leadership abilities are essential, as is an ability to work effectively with artists, arts administrators, and a variety of public and private organizations. Provides technical assistance and support to current and potential applicants. Works within state government and in the public to identify new opportunities and provide assistance to organizations. Within the agency, ensuring that all aspects of grant management and record keeping rules and procedures are followed, as well as the preparation of state and federal reports related to grants awarded by the agency, and other related duties. For a more detailed job description go to http://www.arts.ri.gov/pdf/job-spec-org.pdf		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	Education: Such as may have been gained through: possession of an undergraduate or graduate degree, in an arts or arts-related field; AND	
	Experience: Such as may have been gained through a minimum of three years of professional employment in a responsible position in a federal, state, municipal or public or private agency or organization performing arts-related work of a high caliber.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Becky L. Rodrigues	Telephone #: (401) 222-4045
	General Government Service Center	e-mail: beckyr-resume@hr.ri.gov
	Department of Administration	TTY/TDD #: 7 1 1
	One Capitol Hill, Providence, RI 02908	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER